

HIGH SCHOOL STUDENT WITHOUT WORK HISTORY

JAMES S. JOBLESS

12 Moore Avenue, Havre, MT 59501
(406) 265-3333

- OBJECTIVE:** Seeking entry-level position in retail sales
- EDUCATION:** 2005: Diploma, Havre High School, Havre, MT
* Courses: Public Speaking, Math, Computers
- SKILLS & ABILITIES:**
- Math
- * Maintained 3-year “B” average in algebra and geometry.
 - * Computed own 1040EZ tax return, earned \$340 rebate.
 - * Managed \$800 investment that earns 9.2% annual return.
- People
- * Read to and played checkers with elderly at nursing home.
 - * Average but enthusiastic member of basketball team.
 - * Helped raise \$680 for Students Against Drunk Driving.
- Product Knowledge
- * Sports & athletics
 - * Auto & mechanical
 - * Consumer Electronics
 - * Music & videos
- Electronic Cash Registers
- * High school computer classes and talent at programming VCR’s would help to quickly learn to use electronic cash registers.
- PERSONAL:**
- * Reliable: Missed only two days of school this year.
 - * Honest: Returned \$20 check-cashing error to bank.
 - * Friendly: Computer club, volunteering, sports team.
- REFERENCES:** Available on request

HIGH SCHOOL STUDENT WHO WILL GRADUATE IN JUNE 2007

GINA SANDERS
1024 Mountain Avenue
Havre, MT 59501
(406) 262-0000
mailto:gsanders@hotmail.com

Education:

Havre High School – Junior
GPA: 3.8/4.0

Diploma Expected June 2007

Volunteer Experience:

Cashier – Lions Booth Northern Montana Fair

August 2004, 2005, 2006

Supervisor: Marla Bones

- Ran cash register at food service booth
- Provided excellent customer service
- Prepared and cleaned food preparation area
- Responsible for expediting customer food orders

Mentor – Boys and Girls Club

February 2005 – Present

Supervisor: John Smith

- Mentor for a special needs child
- Communicated with co-workers and supervisor to coordinate mentor activities
- Organized and implemented special outings

Activities and Honors:

- Class Counsel Representative; September 2004 – Present
- Key Club, Secretary; September 2005 – Present
- All State Volleyball; October 2005
- Volunteer Coach, City of Havre Volleyball; Summer 2005
- National Merit Qualifier; May 2006
- Prom Committee Chairperson; February – May 2006

References:

Marla Bones
Supervisor
Lions Booth
234 South Main
Havre, MT 59501
(406) 265-1111

John Smith
Supervisor
Boys and Girls Club
1270 Grant Avenue
Havre, MT 59501
(406) 265-9999

Paul Volley
Volleyball Coach
809 Citrus
Havre, MT 59501
(406) 262-6666
(406) 262-6666

JUST OUT OF HIGH SCHOOL – NEVER HAD A PAYING JOB

JESSICA E. JOBLESS

123 Smithville
Havre, MT 59501
(406) 262-1234

AREA OF EFFECTIVENESS

Clerk

Type 50 words per minute; familiar with accounts receivable, accounts payable, various ledgers and journals, methods of record keeping and filing.

Musician

Played clarinet in private and band settings for seven years (Pep Band, Honors Band). Was clarinet section leader one year; lettered in band four years; earned awards in band and am listed in Senior American Hall of Fame – Music.

Timeliness

99.3 percent on time for classes in four years of high school. 98.6 percent attendance in the same four years of high school.

OTHER EXPERIENCE

As a member of 4-H raised and showed two sheep. Researched, chose seed, planted, weeded and tended garden. Entered carrots, peas, corn, tomatoes, pumpkins and squash in the fair and won many ribbons over eight years.

EDUCATION

Havre High School, Havre, Montana 59501 – earned diploma
Took required subjects plus typing and accounting. GPA 3.0/4.0

LEISURE ACTIVITIES

Enjoy reading, drawing, music, puzzles and handwork.

REFERENCES

Available on request.